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Approved For Release 2001/08/31 : CIA-RDP78-05844A000100100042-4

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5 JUN 1962

**MEMORANDUM FOR THE RECORD**

**SUBJECT : Claims for Petty Cash Expenditures**

**REFERENCE : Comptroller Instruction No. 67 (Revised),  
dated 1 June 1962**

1. This memorandum has been prepared for the purpose of establishing responsibilities of the Finance and Fiscal Divisions relative to following up and resolving audit differences which may occur during the processing of claims for reimbursement of vouchered fund petty cash expenditures which have been disbursed by the Finance Division under the procedures established in reference Comptroller Instruction.

2. In a telephone conversation on 31 May 1962 participated in by Mr. [REDACTED], and the undersigned it was agreed that if during the audit performed by the Fiscal Division of vouchered fund petty cash expenditures paid by the Finance Division under the provisions of reference Comptroller Instruction it is necessary to disallow or suspend an item the Travel Branch, Fiscal Division will take the following action:

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- (a) Contact the claimant by telephone and explain the nature of the exception and request the necessary action to be taken to relieve the suspension.
- (b) If a refund is required request that such refund be made to either the Fiscal Division or Finance Division depending on the claimants' location.
- (c) Advise the Finance Division Disbursing Officer of any adjustments made in the amount claimed for reimbursement and the action being taken to resolve such adjustments.

copy of this memo  
was sent to Travel Branch  
under date of 3 July 1962

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Excluded from automatic  
downgrading and  
declassification

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**SUBJECT : Claims for Petty Cash Expenditures**

3. Reimbursement to the Finance Division will be withheld by the Fiscal Division pending resolution of the exception taken or until refund is obtained from the claimant, if appropriate, in order that the voucher may be processed as a single transaction.

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Member,  
Technical Accounting Staff

**CONCUR:**


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Deputy Chief, Finance Division

5 JUN 1962

Date

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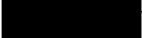
  
Acting Chief, Fiscal Division

12 June 1962  
Date

**Distribution**

- Orig. - TAS Subject
- 1 - D/C Finance Division
- 1 - A/C Fiscal Division
- 1 - TAS Reading
- 1 - TAS Chrono

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**FILE: R-15 (with C.I. 67 (Revised) )**  
vas (5 June 1962)

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